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August 31, 2011

## MEMORANDUM

**To:** Administrators of Hospitals, Habilitation Centers for the Intellectually Disabled or Persons with Related Conditions, Residential Treatment Facilities for Children and Adolescents, Ambulatory Surgical Facilities, Day Care Facilities for Adults, Facilities that Treat Individuals for Psychoactive Substance Abuse or Dependence, and Renal Dialysis Facilities

**From:** Gwen C. Thompson  
Acting Director, Division of Health Licensing

**Subject:** Notification of Temporary Facility Closure and Zero Census

NOTE: This memorandum replaces the memorandum dated December 7, 1998. Amendments were made to comply with Act No. 47 of 2011 and to reflect regulation revisions.

If a facility temporarily closes for any reason, e.g., major painting of the facility interior, storm damage, etc., the Department must be given written notice within a reasonable time in advance of closure. This notification must at least include the reason for the temporary closure, where the residents/patients/clients/participants have been/will be transferred, the manner in which the records are being stored, and the anticipated date for re-opening. This office will consider, upon appropriate review of the situation, the necessity to inspect the facility prior to its re-opening, as authorized by the regulation governing the licensing and inspection of the facility.

In addition, in instances when there have been no residents/patients/clients/participants in a facility for a period of 90 days or more for any reason, e.g., unable to secure new admissions, experiencing financial difficulties, etc., the facility must notify the Department in writing that there have been no admission, no later than the 100<sup>th</sup> calendar day following the date of departure of the last active resident/patient/client/participant. At the time of that notification, this office will consider, upon appropriate review of the situation, the necessity to inspect the facility prior to any new and/or re-admissions to the facility, as authorized by the regulation governing the licensing and inspection of the facility.

The above-referenced notices shall be sent to the Division of Health Licensing. If there are any questions, you may call (803) 545-4370.

GCT/rms